

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Conference at ☐

FROM:

OTE/AD  
1016 C of C *OK*

EXTENSION

NO.

DATE

26 October 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D18 Hqs  
ATTN: ☐

18 NOV 1981

18 NOV 1981

*HL*

2.

3.

REGISTRY

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

— PLS GIVE ME THIS  
BACK IN LAST  
WEEK OF NOV 12

*[Signature]*

ILLEGIB

DD/A REGISTRY

FILE: meetings

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DD/A Registry

81-0805/2

26 October 1981

MEMORANDUM FOR: DDA

ATTENTION: [REDACTED]

FROM: [REDACTED]

Chief, Administration Division, OTE

SUBJECT: Conference at the [REDACTED]

REFERENCES: a) DD/A 81-1536 dated 24 July 1981  
b) DD/A 81-2149 dated 20 October 1981

1. As you requested, we have scheduled a conference at the [REDACTED] for 15 - 17 April 1982. Your conference has been assigned to the [REDACTED] facility. (C)

2. In order to provide the necessary support, we ask that you prepare a memorandum to the Chief, Administration Division, OTE, at least three weeks before the conference begins covering the following information:

- a. Component
- b. Conference coordinator:  
Name and extension
- c. Contact officer:  
Name and extension
- d. Full names of all attendees
- e. Arrival and departure times at the [REDACTED]
- f. Mode of travel
- g. If any in your group will be driving, list the driver's name, the year and make of car, car license number and state of registration

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SUBJECT: Conference at the [REDACTED]

25X1

- h. Special guests:
  - Name and title
  - Date and time of arrival and departure
- i. Special requirements such as computer support, projectors, viewgraphs, and logistical support
- j. For budgetary purposes, your office FAN account number (C)

25X1 3. Attendance at conference by non-Agency guests must have the written approval of the Director of Training and Education at least 15 working days preceding the conference. For non-Agency participants, you must include the organization they represent and indicate whether or not they have previously visited the [REDACTED]. Please remember that all non-Agency visitors must have a TOP SECRET clearance. (C)

25X1 4. The members of your party should be informed that the [REDACTED] is off-limits at all times to persons attending conferences. Exceptions must be approved in advance by the Chief, [REDACTED]

25X1

25X1 5. If any of your group will be [REDACTED] requirements should be coordinated with OTE Logistics, [REDACTED] [REDACTED] (U)

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25X1

25X1 6. Your conference coordinator, [REDACTED] can be reached on [REDACTED]. We hope your conference will be a success, and we will do our part to assist you in any way we can. (U)

25X1

25X1

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